

EMPLOYEE SUGGESTION PROGRAM

LMS-CP-4331
Revision: B-1

Objectives:

- to provide a means for employees to identify improvement opportunities relating to products, services, or process and to earn recognition and tangible awards for their ideas
- to identify the process for addressing ideas submitted

Approval original signed on file 7/19/07
Associate Director date

General Information

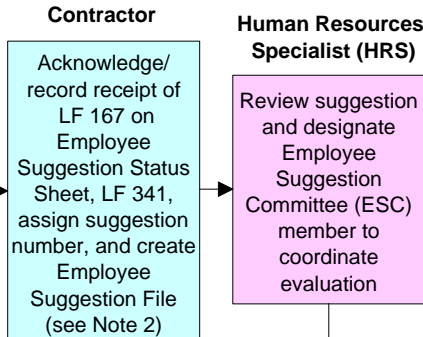
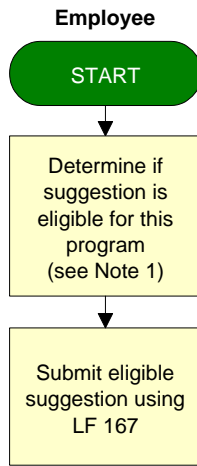
The following records are generated by this process and should be maintained in accordance with CID 1440.7:
LF 167, LaRC Employee Suggestion Form
LF 250, Evaluation of Employee Suggestion
LF 341, Employee Suggestion Status Sheet
Disapproval Memo

ESC Member

Review suggestion and assign evaluator(s); notify contractor of assignee(s)

Evaluator

Evaluate suggestion and recommend adoption or non-adoption using LF 250 (see Note 4)



Forward copy of suggestion to designated ESC member

Compile and forward evaluator package to evaluator(s) (see Note 3)

Update LF 341 and forward completed LF 250 to HRS for review

Review completed LF 250

Prepare disapproval memo for HRS signature

Adoption recommended?

Close out Employee Suggestion File

Review memo, sign, and forward to employee

END

Note 2
Employee Suggestion File contents:
-LaRC Employee Suggestion Form, LF 167
-Evaluation of Employee Suggestion, LF 250
-Employee Suggestion Status Sheet, LF 341
-Suggestion minutes
-Correspondence

Note 3
The evaluator package must include the following:
-cover letter
-Evaluation of Employee Suggestion, LF 250
-Evaluator's Guide

Note 4
Definition and Responsibilities of Evaluators
An evaluator is an employee having technical knowledge and/or functional responsibility of a given area who is responsible for examining, appraising, recommending adoption or non-adoption and/or having the authority to approve/disapprove a suggestion.

Note 1
Examples of eligible suggestions include constructive ideas which will:
-significantly improve product quality
-eliminate unnecessary work
-devise new tools for equipment
-reduce cost of materials
-directly increase effectiveness of operations

If the idea has been adopted, the suggestion should be received no later than 6 months following implementation.

An employee is eligible for an award for a 2-year time period if the suggestion is adopted after originally being disapproved. Suggester may resubmit the suggestion with new information.

The following types of suggestions are not eligible for consideration:
-proposals for routine maintenance;
-proposals for services and benefits to employees such as vending machines, cafeteria services, parking facilities, restroom facilities, holidays, etc.
-normal or routine safety practices

If suggestion is not eligible, employees should consider alternate feedback mechanisms. Examples include:
-LMS Feedback Form
-Report of LaRC Safety/Health Concerns, LF 164

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